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WAR FOOD ADMINISTRATION
Office of Marketing Services
Washington 25, D. C.

May 10, 1945

DRY MILK MEMORANDUM NO. 14

To: All Dry Milk Samplers

From: B. J. Ommodt, Senior Marketing Specialist, Inspection and Grading
Division, Dairy and Poultry Branch

Subject: Instructions for Sampling and Test Weighing Nonfat Dry Milk Solids

This memorandum supersedes all previous instructions pertaining to the sampling and test weighing of nonfat dry milk solids and shall be fully adhered to in order to obtain uniformity in procedure.

INSPECTION - When nonfat dry milk solids is offered to CCC, it shall be incumbent upon the vendor to arrange for inspection of the product in ample time, or at least six business days prior to the date the milk will be ready for inspection to assure that the sampling will be completed by the date specified in the offer.

CONTAINERS - Nonfat dry milk solids delivered to CCC shall be packed in containers meeting the requirements of "CCC Specifications of Barrels, Drums, Boxes, and Liners for Nonfat Dry Milk Solids". Each container shall be clearly marked in accordance with "Marking Instructions for Nonfat Dry Milk Solids Containers" and with such other legend as may be prescribed by CCC prior to shipment.

WEIGHING -

- A. The containers to be test weighed shall be selected by the sampler. Five percent or one out of each 20 barrels or fraction thereof in each lot shall be test weighed. If containers other than slack barrels are used, test weigh one sample for each 4,000 pounds or fraction thereof in each lot. If a plant's production is small, each day's production shall be given a separate lot number. If production is large, each day's production may be divided into 20 barrel lots, or its equivalent in weight, but no lot shall contain production from two separate days.
- B. The containers which are selected for test weighing may also be sampled to avoid the opening of an unnecessary number of containers. The product shall be test weighed prior to the taking of samples.
- C. Before making test weights, the scales should be checked for accuracy.
- D. Test weights shall be made by one of the following methods, depending on the type of container used:
 - (1) If product is packed in slack barrels, test weights shall be made on individual barrels by stripping the barrel and weighing the nonfat dry milk solids in the liners (remove the top hoop, the 1/4 hoop, and

the barrel head; invert the barrel on the scale and drop the bilge hoop on the scale, which will allow the staves to spread. The barrel can then be lifted, leaving the dry milk in the liners. After obtaining the weight, the barrel can then be replaced, turned upright and the head placed in the barrel and the hoops replaced). The average tare weight can be determined by weighing 10 sets of inner and outer liners plus 10 bilge hoops. Test weights shall be recorded in full pounds or in quarter pound fractions thereof. Intermediate fractions shall be recorded as the next lower full pound or quarter pound fraction thereof. If the net weight of all the barrels weighed in the lot is equal to or greater than the marked weight, multiply the number of barrels in the lot by the marked weight to obtain the net contract weight. If the average net weight of all the barrels weighed in the lot is less than the marked weight, multiply the number of barrels in the lot by the exact average net weight of the barrels weighed to obtain the net contract weight.

(2) Product packed in fibre drums, plywood drums, or nailed wood boxes shall be weighed in accordance with the following procedure: Establish average tare by weighing 10 to 20 empty containers complete with lid (and liners when used). At least 5% of the containers in each lot shall be gross weighed. Gross test weights shall be recorded in full pounds or in quarter pound fractions thereof. Intermediate fractions shall be recorded as next lower full pound or quarter pound fractions thereof.

The average gross weight of the containers weighed, less the average tare weight, will determine the average net weight. If this equals or exceeds the marked weight, the marked weight will determine the net weight of each container. If the average net weight of all the containers weighed is less than the marked weight, multiply the exact average weight by the number of containers in each lot to determine the net contract weight of each lot. The covering certificate shall show the average gross, tare, and net weights for the entire carlot and the total contract weight for each individual lot, figured on the above basis, in addition to the total contract weight for the carlot.

- E. If a resident sampler is located at a plant, he should tare weigh each empty container, complete with lid (and liners if used) and mark the tare weight on each container. The test weight can then be made by gross weighing 5% of the containers and deducting the tare as marked thereon by the sampler. The net weight for each type of container and the total contract weight shall be determined in the same manner as described above.

SAMPLING - Equipment needed: sampling tube, sample bags, sample stamp, and USDA or FDA lot number stamp. It is essential that a clean sampling tube be used, and that sanitary methods are employed in taking the samples to avoid contamination. When not in use, the sampling tube shall be kept in a sanitary container.

- A. The sampler shall personally select the containers for sampling. Five percent or one out of each 20 barrels or fraction thereof in each lot shall be sampled. If containers other than slack barrels are used, take one sample for each 4,000 pounds or fraction thereof in each lot.
- B. The samples shall be taken at various places in the container with a trier or sampling tube.

- C. The samples shall be placed directly into the sampling bag which shall be filled approximately two thirds full and sealed immediately.
- D. Sampling bags shall be sealed by folding top (confectioners' style fold) and sealed with sealing tape.
- E. The sample bags shall be numbered consecutively, corresponding to the markings shown in the sampling and test weight report. In addition to the sample number, the bags shall be marked with the method of manufacture (spray, roller-vacuum, or atmospheric), date, and the name of the sampler.
- F. The samples shall be packed for shipment to the laboratory by the sampler or under his direct supervision. The container shall be sealed with gum tape and the sampler shall sign his name diagonally across the container and tape in such a manner that the tape cannot be removed without mutilating the signature. The samples shall be forwarded promptly, express prepaid by the vendor. Samples going to the Chicago laboratory shall be addressed to Dr. C. J. Kahlenberg, Room 1615, Maller's Building, 5 South Wabash Avenue, Chicago 3, Illinois; samples submitted to the San Francisco laboratory after June 1, 1945, shall be addressed to Mr. George D. Young, Jr. Dairy Products Laboratory, 4401 - 18th Street, San Francisco, California; and samples submitted to Seattle shall be addressed to Mr. Louis Arrigoni, State Laboratory, 110 Bagley Hall, University of Washington, Seattle, Washington.
- G. The containers sampled shall be stamped with a sample stamp and a USDA or FDA lot number.
- H. When the sampling and test weighing is made on nonfat dry milk solids which is intended for sale to CCC, the sampler shall carefully note the containers, liners, and markings to determine if they meet contract specifications. If the sampler finds that any of these items are not in accordance with the contract requirements, such exceptions shall be noted on the sampling and test weight report and also listed on the grading and weight certificate. For commercial gradings, the kind and condition of containers shall be indicated.

If there is any question as to liners meeting contract specifications, a sample should be sent to the Chicago laboratory for tests. Sample liners should be sent in a separate package and accompanied by a sampling report showing name and address of firm and the approximate number of liners represented by the sample.

SAMPLING AND TEST WEIGHT REPORTS -

- A. If at all possible, submit a separate sampling and test weight report for each carlot of dry milk sampled.
- B. The sampling and test weight report should be prepared in quadruplicate.
- C. Send the original in an envelope enclosed in the package with the samples to the laboratory.

- D. Mail the first carbon to the laboratory or office where the covering certificate will be issued.
- E. Give one copy to the vendor and retain one copy in the office from which the sampler works.
- F. The sampling and test weighing fee shall be based on time. The sampling and test weight report shall show both the time involved and the cash amount. Any expense shall be shown as an additional cash amount.

RESAMPLING -

- A. Resamplings shall be made only after the vendor has made a request to the laboratory and the sampler has been advised by either the regional or state supervisor that such a resampling shall be made. The sampler shall not honor a request for resampling received direct from vendors.
- B. In resampling, samples shall be drawn from the same containers originally sampled.
- C. In addition to "B" above, the sampler shall draw an equal number of samples from containers selected at random that were not previously sampled.
- D. The sampling report shall clearly indicate the samples taken from containers originally sampled and those taken from containers not previously sampled. The report shall also clearly specify that it is a resampling.

If there are any questions with reference to proper procedures to be followed in taking samples and making test weights on nonfat dry milk solids, contact your regional Dairy Products Supervisor or the Washington office.

B. J. [Signature]